

St. Paul's Preparatory Academy Official Handbook

Founders are Dr. Gene and Sue Lingerfelt

Established in 1988

A ministry of

Overcoming Faith Christian Center

US Highway 287 and Eden Road

Arlington, TX 76001

Metro: **817-561-3400**

Office Hours:

8:00 a.m. to 4:00 p.m.

School Location

6900 US Highway 287, Arlington, TX 76001

Metro: **817-561-3500**

St. Paul's Preparatory Academy is fully accredited by the Texas Alliance of Accredited Private Schools (TAAPS)

St. Paul's Preparatory Academy is a member of the following:

Association of Christian Schools International (ACSI)

Christian Schools Athletic Fellowship (CSAF)

Texas Christian Athletic Fellowship (TCAF)

Texas Independent Schools Consortium (TISC)

Texas Association of Private and Parochial Schools (TAPPS)

THE POLICIES IN THIS HANDBOOK ARE REVIEWED AND REVISED PERIODICALLY BY THE SCHOOL BOARD OF ST. PAUL'S PREPARATORY ACADEMY.

St. Paul's Preparatory Academy has not sought accreditation by any governmental agency for two basic reasons:

1. Secular accreditation would require the use of secular textbooks.
2. Secular accreditation would dictate secular curriculum, methods, and objectives.

St. Paul's Preparatory Academy has been established to offer an *alternative* to secular education, not to imitate it.

The primary objective and purpose of St. Paul's Preparatory Academy is to train the students in the knowledge of God and the Christian way of life and to give each student an excellent education. The teachers of St. Paul's Preparatory Academy realize their solemn responsibility before God is molding the life and the character of each of their students in order to give a good foundation for each child's future. St. Paul's Preparatory Academy operates not for profit. St. Paul's Preparatory Academy is a direct result of the community vision of the congregation and the pastors of Overcoming Faith Christian Center. It was founded to provide a solid Christian education for the children of Overcoming Faith Christian Center and for the interested parents in the surrounding community.

The people of Overcoming Faith Christian Center are truly concerned about the well being of those children currently attending public schools where certain weaknesses have manifested in recent years. It was realized that while public schools must do nothing to exist and grow, a private Christian school must produce a better education for the child in order for it to exist and grow. St. Paul's Preparatory Academy's policies are set forth and governed for the good of the student body as a whole, and for the good of the children as individuals. Since attending a private school is a privilege and not a right, all parents are assured that the well being of their child will never be jeopardized by compromising the high standards of St. Paul's Preparatory Academy because of the avid demands of a few parents.

Table of Contents

ABOUT ST. PAUL'S PREPARATORY ACADEMY	2	
ST. PAUL'S MISSION STATEMENT	4	
ADMISSION POLICIES	5	
CLASSROOM POLICIES	5	
BASIC RULES FOR STUDENTS	6	
BEGINNING OF SCHOOL	7	
Orientation Day		7
Health Records		7
First Day of School		7
ARRIVAL AND DISMISSAL		8
AFTER SCHOOL CARE	9	
FINANCES	10	
Financial Policies		10
After School Care		11
Catered Lunch Program		11
GENERAL INFORMATION		12
Absences		12
Address or Phone Number Change		12
Alcohol and Drug Policy		12
Asbestos Hazard Emergency Response Act		12
Assemblies and Pep Rallies		12
Attendance		13
Bad Weather Conditions		13
Care of School Property		13
Chapel		13
Cheating		13
Closed Campus		13
Co-Curricular Activities		14
Communication Devices		14
Discipline		14
Dress Regulations		15
Emergency and Fire Drills		15
Enrollment		15
Field Trips and Class Trips		15
Forgotten Lunch		16
Illness		16
Immunizations		16
Informal Conferences at the Open or Close of Day		16
Locker Privilege		16
Lost and Found		17
Medication		17
Nondiscrimination Policy		17
Parent Teacher Meetings		17
Parties		17
Party Invitations		17
Patriotism		17
Permission to Leave School		18

Reenrollment	18
Re-Entry During the School Day	18
School Conferences	18
Sending Money to School	19
Special Event Dress Day	19
Specialty Classes	19
Sports Program	19
Standard of Conduct	19
Tardies	19
Tax Information	20
Telephone	20
Textbooks	20
Transportation to and from Activities	20
Truancy	20
Visitors	20
Withdrawals	21
ACADEMIC INFORMATION	21
Bible	21
Curriculum	21
Grading Scale	21
High School Graduation Requirements	22
Homework	23
Make-Up Work/Test	23
Parent Teacher Meetings	24
Report Cards	24
Transfer Students	24
ADDENDUMS	
Movie and Entertainment	25
Technology	26
Sexual Code of Conduct	28

St. Paul's Mission Statement Honor, Duty, and Loyalty

These three words provide the theoretical, practical, and spiritually based framework for St. Paul's approach to a world of increasing complexities and challenges.

Just as St. Paul believed that God called him to share the Gospel with all people, so too does St. Paul's Preparatory Academy believe that God has called us to educate young minds, from every background of society, in a way that contributes to the continuing realization of God's Kingdom *in this life and in the next*.

The mission of St. Paul's Preparatory Academy is to prepare students for success in the secular academy, in the world, and in the ministry through a classical, historically grounded education system that instills **Honor, Duty, and Loyalty** as worthwhile characteristics for individuals truly interested in achieving success in every realm of life.

The school's curriculum is founded upon classical principles and approaches to learning, which have been in use since antiquity. This foundation provides the intellectual and spiritual means for challenging students to become Christ-centered individuals, who can articulate their beliefs, values, and knowledge in affirmation of Christ's Gospel and its applicability to life.

This approach—grounded in classical knowledge, belief in ultimate Truth, and an emphasis on contribution to one's community and world—serves as the basis for imparting St. Paul's teaching into the life of every child

ADMISSION POLICIES

St. Paul's does not discriminate on the basis of race, color, national, or ethnic origin in the administration of any of its policies or programs. Admissions are contingent on space, abilities of the student, philosophy, and willingness of the family to participate within the school guidelines.

Admission

Obtain an Application for Admission form and a St. Paul's Preparatory Academy brochure from the School Office.

Health Requirements and Records

Return the completed Application for Admission, registration fee, and a medically validated Immunization Record verifying immunization history. Current guidelines used are "Department of State Health Services Immunization Schedule - 2006". All medications and dosages must be kept current with the school office.

Entrance Testing

All enrolling students must be tested. Schedule a date for your child to take the entrance test. Pay the testing fee on the day of your child's test. Preschool students will take the St. Paul's Assessment, an individually administered developmental measure. Kindergarten and first grade students will take the A Beka Developmental and Placement Test. Second through twelfth graders take the math and reading portions of the Stanford Achievement Test.

Administrative Interview

All parents new to St. Paul's must meet with a member of the school administration for a short interview before acceptance into St. Paul's is complete.

Provisional

All new students are admitted for a nine-week provisional period. If the student shows the ability to be successful at St. Paul's, the provisional status may be lifted. If the student is not able to be successful, another placement may be recommended.

Transfer Restrictions

Middle School Students (Grades 6-8) may transfer into St. Paul's from private schools, Christian schools, and home schooling. High School Students (Grades 9-12) may transfer into St. Paul's from private schools, Christian schools, and home schooling if their parents are members of Overcoming Faith Christian Center.

CLASSROOM POLICIES

All students are expected to exhibit good classroom behavior and conduct themselves in a manner that is conducive to a learning situation and with regard to fellow students. St. Paul's students will exhibit the following courtesies:

1. Answer all adults respectfully. No use of first names or last names without "Mr.", "Mrs.", "Miss", "Ms.", or "Coach" will be accepted.
2. Students are expected to say "Yes, Sir"; "No, Sir"; "Yes, Ma'am"; "No, Ma'am" when responding to adults.
3. Raise your hand in class for permission before speaking aloud in class.
4. When talking is permitted, students should not become loud and boisterous.
5. Be courteous and considerate of those around you who are also trying to learn. Do not write notes, toss objects, or do things that distract the teacher and other students.
6. Exhibit responsibility by coming to class on time with all materials.
7. Follow the rules established by your teacher for your particular classroom.
8. **Raise your hand for permission to speak.**
9. **Raise your hand to leave your desk.**
10. **Keep your hands and your feet to yourself.**

BASIC RULES FOR STUDENTS

Students are expected to attend all assemblies, chapels, and classes on time and arrive and leave in an orderly manner.

Students are not to use, create, write, distribute, or possess profane, suggestive, indecent, or obscene language, literature, writing, pictures, videos, music, or text messages.

Running in school is prohibited, as well as loud yelling, screaming, and hollering.

Radios, tape players, games, CD players, cell phones, MP3 players (including IPOD's), and other non-academic articles used for entertainment are not to be brought to school except when special permission is given.

Sale or distribution of objects or any substance that has not been authorized is prohibited. Authorization comes from the principal.

Sports equipment brought to school must be secured in a locker or designated area before the start of school. **St. Paul's will not be responsible for a student's lost or stolen items.**

Use, possession, distribution, and/or sale of alcohol, all tobacco products, drugs and weapons are prohibited whether students are on or off campus and at school related or non-school related functions.

Boy/girl relationships are not to be "physical" in nature. Public displays of affection (PDA) such as hand holding and kissing are not permitted before, during, and after school, at school sponsored events, and at off campus lunch.

Dance behavior will be established for each dance that the school sponsors, with the guidelines following the above policies.

Chewing gum is not allowed in any of the buildings.

Students must have a hall pass to leave the classroom and go to another area of the building or the campus.

Students are to comply with directives from staff members the first time they are asked or told to do something.

Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action.

BEGINNING OF SCHOOL

Orientation Day

Students in attendance on Orientation Day are not required to wear school uniforms; however, students should comply with modest dress standards.

Classes will meet on the Thursday before Labor Day for Orientation according to the following schedule:

Preschool/Kindergarten		Elementary/ Secondary	
K3	9:00 am	Grade 1	9:00 am
K4	9:30 am	Grade 2	9:30 am
K5	10:00 am	Grade 3, 4	10:00 am
Nursery	10:30 am	Grade 5, 6	10:30 am
		Grade 7, 8	11:00 am
		Grade 9-12	11:30 am

Students accompanied by parents will attend class for one hour. Important classroom information will be given. Supplies must be brought to Orientation and stored in the students' desks or lockers. New books must be purchased in the Gymnasium on Orientation Day. All books used by the students must be the same copyright date that the teacher is using. Used books may be used only if the books are non-consumable. It is vital that each student be represented at Orientation Day because it counts as a day of attendance for each student.

Health Records

It will be necessary to bring health records as stated above to the office prior to Orientation Day. No child may be admitted to class until this is completed as required by law.

First Day of School (Tuesday, September 1, 2009)

Building Opens at 7:30 am for all students.
The Tardy Bell rings at 8:00 am for all students.

It is best for the parent to leave the child with the teacher on the first day of school. When the parent remains in the classroom, it makes the period of adjustment more difficult for the child and the teacher. It is also to the child's advantage for mom and dad not to wait in the foyer with the child before school opens each morning. There are helpers in the halls to direct children to their classroom.

Regular Dismissal Schedule:

Nursery School	3:00 p.m.
K3 through K5	3:00 p.m.
Grades 1 through 5	3:00 p.m.
Grades 6 through 12	3:30 p.m.

Parents who have two or more students who are dismissed at different times should come at the earliest time and then wait for the other student(s) to be dismissed. We request that you not ask for any student to be dismissed early so that you may pick up all of your students at the same time. All students must be picked-up within 15 minutes of the dismissal time unless they are staying after school for sports, theatre, tutoring, or detention.

The last day of school is the Friday before Memorial Day

ARRIVAL AND DISMISSAL

Please enter St. Paul's Preparatory Academy from Eden Road. After arriving on the property take the first right and another quick right to circle around the building. Drop and pick up students at the center doors at the south side of the building. Continue driving east until reaching the access road. Take a right on the access road as this road is one way only. Proceed south on the access road until reaching the four-way stop. At the four-way stop there are the following four choices: proceed south and join US Highway 287, take a left under the highway to drive north on US Highway 287, take a left under the highway to drive east on Eden Road, or take a right to drive west on Eden Road.

When dropping students off, move along as quickly as possible so others can drop their children off expeditiously. Do not leave your car unattended. If you need to enter the building, park your car in an available parking space on the north side of the building and use the double glass doors by the Café. **Always show your child's Color Card Number when you are waiting in line and/or when you enter the building to pick up your child.**

Arrival:

Students, who are dropped off, are to enter through the south doors from 7:30 a.m. to 8:00 a.m. Students, who have come from a parked car in the parking lot, are to enter through the north doors from 7:30 a.m. to 8:00 a.m.

Nursery School

Any nursery school student who enters the building after 8:00 a.m. may go directly to his or her classroom.

Kindergarten

Any kindergarten student who enters the building after 8:00 a.m. must pick up a tardy slip at the Reception Area.

Elementary

Any elementary student who enters the building after 8:00 a.m. must pick up a tardy slip at the Reception Area.

Secondary

Any secondary student who enters the building after 8:00 a.m. must pick up a tardy slip at the Reception Area.

Dismissal:

Nursery and Kindergarten

Students are to be picked up no later than 3:00 p.m. After 3:15, students will be taken to After School Care. There will then be an After School Care charge.

Elementary

Elementary students are to be picked up no later than 3:00 p.m. After 3:15 p.m. elementary students will be taken to After School Care. There will then be an After School Care charge.

Secondary

Middle School and High School students are to be picked up by 3:30 p.m. After 3:55 p.m., students will be expected to report to After School Study Hall. There will then be an After School Study Hall charge.

Parents arriving late must sign their children out. A warning is issued for the first late pick-up. This also applies to Early Dismissal Days. After that, a late fee of \$1 per minute will be charged.

In order to expedite the flow of traffic and to ensure the safety of students, we ask that you follow the directions for Arrival and Pick-up.

Restriction of Child Pick-up:

If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have a certified copy of the latest effective court order signed by the Court's Judge on file in the office.

AFTER SCHOOL CARE

After School Care is available until 6:00 p.m. for students in grades N-12th grade.

Please Note: If anyone other than a parent is picking up a child, identification will be checked and recorded. Please notify the school office prior to 2:00 p.m. if any person other than the parent will be picking up the child.

Parents interested in After School Care must come by the office and fill out an information card. No child will be assigned to an afternoon group until that card is completed. There is a registration fee and a monthly charge.

Important: Parents taking advantage of After School Care are reminded that it is available on regular school days only, not during any school holidays or early dismissal days.

St. Paul's Preparatory Academy expects full cooperation from both students and parents. A student who shows repeated behavioral problems or who is continually picked up late will not be permitted to remain in After School Care.

There is a late charge of \$1 per minute when a parent is late picking up a child. Continued lateness in picking up a child may result in dismissal from the After School Care Program.

FINANCES

The registration fee must be paid at the time of registration. This is a nonrefundable and nontransferable fee. For all students the first tuition payment secures a position in a class and must be paid in advance by July 20. Both the registration fee and the first tuition payment are nonrefundable and nontransferable regardless of the reason why the student's registration is cancelled. If the July 20 deadline is not met, the student's reservation may be cancelled to make room for those on waiting lists. With advance registration the tuition for the school year has been divided into ten equal payments. If registering late, your tuition will be divided into fewer payments to allow all tuition to be paid in full by the following April. Tuition is paid in advance; in cases of early withdrawal there are no refunds. All tuition and all other fees are nonrefundable and nontransferable.

Important: *Any student whose account is not paid in full by the last day of the month will not be admitted to class on the following school day. Any student whose account is not up to date at the end of each grading period will not be allowed to receive a report card for that period or to participate in any school programs, special events, or sports programs.*

If the tuition for the year is paid in full at the time of registration, a 5% discount will be applied to the total tuition due.

Overcoming Faith Christian Center tithing members in good standing are eligible for a 10% discount off the regular tuition amount.

In grades K3-12th, a 5% discount off the tuition is given for the second child, a 10% discount for the third, and a 15% discount for the fourth. The oldest child is considered the first child.

Financial Policies

All tuition payments will be made by automatic draft (ACH Debit) each month unless full tuition is paid by July 1 or at time of registration. If the automatic withdrawal is unsuccessful at any time, a valid credit card will be required for that month's payment. A student will not be admitted to class if payments are one month in arrears. *Students enrolled one day or more of any month will owe the full month's tuition.* It is our policy to charge \$25 for all checks or ACH debits returned to us by our bank for any reason. If two checks are returned, the account will be put on a cash basis only. Outstanding balances after the 20th of the month will incur a \$25 late fee.

Please note: *We are unable to accept postdated checks.*

St. Paul's Preparatory Academy endeavors to keep affordable tuition rates for the benefit of each parent. For that reason, we conduct annual fundraising events and anticipate each child's and/or parent's participation in helping to raise additional funds needed for designated school projects. The school receives no federal assistance other than a tax-exemption status.

No school records, including health records, will be released for any student when there is a balance owed on the student's account or a sibling's account. No exceptions apply.

It is our policy not to prorate charges of any kind if services are dropped or added after a new month has begun.

No student will be permitted to graduate or participate in school programs until all tuition and fees are paid in full.

After School Care

K3-K5 students are dismissed at 3:00 p.m. and must be picked up no later than 3:15 p.m. or a late fee of \$1 per minute will be charged.

Elementary students are dismissed at 3:00 p.m. and must be picked up no later than 3:15 p.m. or a late fee of \$1 per minute will be charged.

Secondary students are dismissed at 3:30 p.m. and must be picked up no later than 3:45 p.m. or a late fee of \$1 per minute will be charged.

We encourage parents to pick up students promptly after school. The school cannot be responsible for students who remain after 4:00 p.m.

Catered Lunch Program

Students in K3-12th grade may participate in an optional catered lunch program that provides meals from local restaurants. The charge for this service is available with the tuition information. The Catered Lunch fee must be paid at least one week in advance of each month.

GENERAL INFORMATION

Absences

- A. When a student is absent from school due to illness, the parent or guardian is required to telephone the school secretary on the day of the absence between 8:00 and 10:00 am. This call does not constitute an excused absence.
- B. The parent or guardian must send a note on the morning of the student's return in order for the student to be considered for an excused absence. However, any absences not cleared with written verification within three (3) days after a student returns will become unexcused.
- C. Students will be excused for illness, a death in the family, and doctor or dental appointments.
- D. Unexcused absences may result in academic penalty. Unexcused absentees will not be allowed to make up any work missed unless written arrangements were made with the principal before the absence occurred. An unexcused absence may result in an assigned zero for each unexcused class/period.
- E. If an absent student needs homework assignments, the best method of obtaining the homework assignments is from another student. Otherwise, the student or parent should email the teacher requesting the assignments. Teachers do not always check their emails during the school day, resulting in some responses to emails late in the afternoon or the next day.
- F. Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence.
- G. An absence that is initiated from the school and given prior approval by the administration is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. Students are responsible for all work missed in these situations and should turn in assignments the day that they return. If a student misses the day of a previously announced test or quiz, he/she will be required to take the test or quiz the day of return.

If an unexcused absence is unavoidable, written permission to make up work must be granted by the principal several days in advance of the absence.

- H. Seniors in high school may be excused a maximum of three (3) days

for college visits. Permission may be granted from the administration with a note from the student's parent specifying the college and arrangements that have been made for the visit. The administration should receive the written request from the parent no later than one week before the planned visit. All college visits should be arranged during the non-test weeks of St. Paul's.

Academic Integrity

Included in the development of moral character and integrity is the assurance that student work reflects the efforts of the individual. To ensure the highest academic integrity of all students at St. Paul's, students are clearly instructed on intellectual property and the appropriate procedures for researching material and citing references. All students are required to write and sign the St. Paul's Honor Code prior to handing in original written work, specific assignments requiring independent work, or assessments.

St. Paul's Preparatory Academy Honor Code

On my honor as a Christian scholar,

I pledge that the work I am handing in is my own work.

I have not plagiarized outside sources. I have not given aid to other students on this work, nor have I received aid from other students.

Cheating and plagiarism are regarded as very serious infractions at St. Paul's and will not be tolerated. In all cases, parents will be notified immediately and consequences will be outlined.

Address or Phone Number Change

Any time an address or phone number (home or work) is changed, please notify the school office and the student's homeroom teacher.

Alcohol and Drug Policy

Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, "look-alike" drugs, steroids, or possessing drug paraphernalia on any school premise or at any school function (home or away) is strictly prohibited. Minimum penalty for violation of this policy will be suspension from school; however, violation of this policy could result in permanent expulsion from school. Law enforcement officials may be contacted upon initial investigation and verification of the violation.

Allergies

St. Paul's Preparatory Academy is not able to accept students who have been diagnosed by a medical doctor as allergic to peanuts or to peanut butter in a life-threatening manner. If in a medical doctor's diagnosis a child is so allergic, or becomes so allergic, that child shall not be allowed to attend St. Paul's as a student any day after St. Paul's learns of the life-threatening allergy. No portion of money paid by a parent, guardian or benefactor on behalf of that student will be refunded.

Anti-Harassment Policy

The environment at St. Paul's must be one in which all individuals are free to work, learn and develop relationships without fear of intimidation or humiliation as a result of unwanted or unacceptable behavior from others. It is essential to the well-being of all individuals and personal dignity.

Asbestos Hazard Emergency Response Act

The existing buildings of St. Paul's Preparatory Academy and Overcoming Faith Christian Center were designed and constructed without asbestos contained materials. The letter stating this is on file in St. Paul's office and is available for inspection. **The annual management plan:** Constituents will receive annual notification of this information through the inclusion of the above statement in our annual Parent Handbook.

Assemblies and Pep Rallies

Students must behave courteously at school assemblies. Students should give full attention to the performers on stage and show appreciation only through clapping hands. Whistling, shouting and foot stomping is not appropriate except in some cases during pep rallies. Visitors often form a lasting impression of our school by our behavior at assemblies and pep rallies.

Attendance

Regular school attendance is a vital part of a student's academic success. Students are required to be in attendance for at least 70 percent of the semester in order to receive credit for a class. Students who have accumulated more than the allowed number of absences during a semester may, for extenuating circumstances, present a written appeal to the school board. Students who must leave before 9:00 a.m. will be counted absent for the school day. Students who leave after 9:00 a.m. will be counted present for the school day. In grades 6-12 the attendance will be taken during homeroom period.

Backpacks

Due to fire safety regulations, students are required to keep their backpacks in their lockers during the school day. Students are encouraged to consider the size of their lockers when making backpack selections. All purses and electronic equipment must also remain in the lockers or at home.

Bad Weather Conditions

If Arlington public schools close because of inclement weather, St. Paul's Preparatory Academy may not necessarily close. School closing announcements will be made over WBAP 820 AM, KCBI 90.9 FM, KDFW TV Channel 4, KXAS TV Channel 5, and WFAA TV Channel 8. Please do not call staff members for school closing information.

Care of School Property

The Board of St. Paul's Preparatory Academy has provided some of the best equipment and facilities found anywhere. Students can best show their appreciation by taking care of the building, equipment, and grounds so they can be passed on to future students in good condition. Any student who defaces,

damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damages they may do to school property.

Catered Lunch Program

St. Paul's offers a catered lunch for students in K3 through Grade 12 on Tuesdays and Thursdays. Parents may purchase these meals for the students by the month or by the year.

Chapel

All students will attend chapel one day a week. All elementary and secondary students are expected to bring Bibles to chapel. On chapel day all preschool, elementary, and secondary students are expected to wear their **Required Uniform** purchased at Mills Uniforms.

Cheating

Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, forgery, and any form of oral communication during a quiz or test.

Any student cheating in any form will receive a "0" for the assignment and disciplinary penalty, which may include suspension.

Closed Campus

Students are not to leave the school property during the school day, except in cases of early dismissal or after proper procedures are followed for checking out of school. A student who does not sign in or out, or does so without approval of an administrator, will be considered truant from school and will receive an unexcused absence for each class missed.

Co-Curricular Activities

Students not in school by 9:00 a.m. on the day of a scheduled co-curricular activity will be restricted from participation in that activity. Exceptions to this policy must have prior written approval from the administration.

Communication Devices

Communication devices (cell phones and paging equipment) are not permitted in this school or on school trips at any time. If a student has a communication device, it will be confiscated and kept locked in the school safe and may be claimed only by the parent or guardian. If a student has his communication device confiscated more than once, the communication device shall remain locked in the school safe for an extended period of time. Laser pens, MP3 players (including Ipods) , CD players, and portable DVD players are also not permitted. Written permission from the principal must be secured for any deviation from this policy.

Discipline

The goal of St. Paul's Preparatory Academy is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of making and enforcing classroom regulations in the manner which he or she feels is in accordance with Christian principles and discipline as set forth in the Scriptures and according to school guidelines.

Certain behavior is not acceptable and will not be tolerated. The following is not a complete list but is representative of unacceptable behavior: talking without permission, failure to complete assigned work, fighting, lying, stealing, disrespect, cursing, indecent behavior and language, forging another's name, cheating, deliberately damaging school and /or another's property.

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are time-out, redirection, student/teacher conference, student/administrator conference, parent/teacher conference, parent/administrator conference, detention, suspension, and expulsion.

A student assigned detention will be given a note to inform the parent indicating any action that needs to be taken at home so that the teacher's time is not consumed with behavioral problems, but rather academic instruction. This note must be signed and returned to the teacher the next school day. Failure to return the note will result in an additional day of detention. Should a student not report to detention, a conference will be scheduled with an administrator and additional disciplinary action will be taken. Students may be suspended and/or expelled for an accumulation of detentions and for major behavioral problems.

Full cooperation is expected from both students and parents in the education of the student. When the school feels that student and/or parent cooperation is lacking, it may be asked that this student be transferred out. The booklet *Under Loving Command* and the book *Dare to Discipline*, both by James Dobson are highly recommended as helps to parents. Both are available through the school.

Please feel free to consult with the office about any problem or question that concerns the welfare of students. It is the desire of the administration and the faculty to be of service to both parent and student. We do urge, however, that visits be made by appointment with the teacher and with any member of the administration.

Dress Code

The administration reserves the right to determine if a student is dressed and groomed appropriately. St. Paul's Preparatory Academy has chosen to implement the dress code policy by the adoption of a uniform program. All students must remain in school uniform throughout the school day. ***We require that all uniforms be purchased through Mills Uniforms. Mills can assist you with the required components for each grade level.***

Dress Code Guidelines for Boys

- Shirts are to be tucked in at all times.
- Only solid white t-shirts (without writing or pictures) may be worn under uniform shirts.
- Only St. Paul's sweaters, jackets, windbreakers, and fleece may be worn during the school day in the classrooms, hallways, and gym.
- St. Paul's sweatshirts may be worn over uniform shirts.
- Belts must be worn with slacks. Belts should be black or dark brown.
- Hats or gloves may not be worn inside the school building.
- Hair should be styled shorter than shirt collar length with no designs shaved on the head.
- Appropriate socks (solid white, solid navy, solid black, and solid khaki) should be worn at all times and should cover the ankle.
- It is important for every uniform item to be identified with the owner's name. St. Paul's is not responsible for misplaced items.
- Pants must be worn above the hips.
- Students are not permitted to wear pants with the hems torn or ripped.
- Shoes must have a closed toe and heel and should adhere to the following guidelines:
Dress shoes and loafers – heel height 1 1/2 " maximum, leather or suede, solid color in navy, black, or dark brown
No flip-flops, clogs, sandals, slippers, moccasin-type footwear, athletic shoes, or cleats
- Jewelry – should be modest and not over-sized; no piercings.
- Blazers are to be worn the entire day on Chapel Day.
- Ties must be tied in a Windsor knot, no lower than the second button on the shirt; oxford shirts must be tucked in at all times.

Dress Code Guidelines for Girls

- Modesty shorts are to be worn under skirts and jumpers at all times.
- St. Paul's sweatshirts may be worn over uniform shirts.
- Only St. Paul's sweaters, jackets, windbreakers, and fleece may be worn during the school day in the classrooms, hallways, and gym.
- No undershirts or t-shirts of any kind may be visible below the uniform shirts and blouses or visible at the neckline.
- Shoes must have a closed toe and heel and should adhere to the guidelines below:
Dress shoes and loafers – heel height less than 2 inches, leather or suede, solid color in navy, black or dark brown.
- No boots or gloves of any type.
- No flip-flops, clogs, sandals, slippers, moccasin-type footwear, cloth bottom shoes, mules, wedges, backless shoes, sling-backs, open-toed shoes, athletic shoes, tennis shoes, or shoes with heels 2" or higher.
- Socks – solid white, solid navy, solid black, solid dark green, solid red, or solid khaki; knee socks are allowed; all socks must cover the ankle.
- Opaque tights – solid white, solid navy, solid black, solid khaki, solid dark green, or solid red are acceptable. Aerobic tights, warm-ups, leggings, long johns or stirrup pants are not acceptable.
- Hosiery – flesh tone only with no patterns or designs.
- Jewelry should be modest, small and delicate, gold or silver, with no

- earrings or necklaces larger than a fifty cent piece and should not draw attention to yourself; one earring per ear only.
- Hair accessories should be modest, small and delicate, in the color of solid white, solid black, solid dark green, solid navy, solid khaki, solid red, or the uniform plaid. Hairpieces that are not distracting are permitted.
 - Hats may not be worn inside the school building and all purses and bags must remain in the locker.
 - Blazers are to be worn the entire day on Chapel Day.
 - Ties must be tied in a Windsor knot, no lower than the second button of the oxford shirt; oxford shirts must be tucked in at all times.

Elevators

Elevators may not be used by the students except with special permission from the administration.

Emergency and Fire Drills

Fire drills, as required by law, will be held at regular intervals. Such practice is important and should be approached seriously. Specific instructions for evacuation of the building will be given on the first day of school at the beginning of the fall term. Fire drill charts are posted in each classroom.

Students will leave the room immediately when signaled. There must be minimum conversation. Lines should be kept well organized and moving rapidly. The first student out of a door should step aside and hold the door open for those that follow.

Enrollment

Enrollment for the fall opens to the general community, beginning on March 1 each year. Parents are asked to come to the school office with completed registration papers and to pay the registration fee. This fee is nonrefundable and nontransferable. See the Finance section for more information on registration fees.

Field Trips and Class Trips

Students at St. Paul's Preparatory Academy enjoy the educational advantage of learning away from the school campus. Students enjoy field trips and class trips, which enlarge their understanding of some phase of their class work. Field trips are designed to be educational, as well as recreational in nature. All students are expected to attend. However, students may be retained at school for disciplinary reasons. If parents choose not to allow their child to participate in a scheduled field trip or class trip, parents should make other arrangements for their child's care and an absence will be documented.

Students represent St. Paul's when they are on field trips and class trips. School rules, regulations, and policies are in effect on all field trips and class trips on or off campus. Unless otherwise stipulated by the principal, students will wear the required uniform on all field trips. Students who fail to meet the standard will not be permitted to go on the field trip and will face the consequences of a lower grade for the activity.

Siblings or guests may not accompany classes on field trips. Chaperones on a field trip must be able to give their full attention to the students. Staff sponsors and chaperones are responsible for the behavior of all students while under their care and have the authority to correct a student. Attendance is limited to the number of drivers requested by the teacher. No changes will be made except in the case of a scheduled driver's inability to attend. Each child must have a seat belt, and due to recent revelations about air bag safety, no student is to be seated in the front seat if the car is equipped with a passenger-side air bag. All children should be belted into the back of their seat.

Any parent who wishes to drive on a field trip must have a completed Driver's Information Form, including copies of current vehicle insurance information and driver's license, as well as the completed criminal background check on file. Any parent wishing to chaperone a field trip must have the completed criminal background check on file. All field trip drivers should report directly to the classroom teacher.

Girls and boys are to be in separate seats on vehicle. This rule may not apply in personal vehicles being used for transportation, but whenever possible, girls and guys will be separated while traveling.

Students are to be supervised at all times. Students may not wander off. Students will be responsible for being where they are supposed to be on time and doing what they are expected to do.

Food/Drink/Gum

Students are not permitted to bring food or drink into the classroom or hallways except on designated days during lunch. Gum is not permitted on campus.

Forgotten Lunch

Should a child arrive at school without a lunch and is not pre-paid for catered food for that day, faculty or staff will provide a small lunch for that day through the café. There is a fee of \$4.00 for the lunch.

Fundraising

Fundraising makes it possible to recruit and retain the most dedicated and stimulating teachers and to provide the highest-quality programming.

Tuition and fees cover only part of the cost of a St. Paul's education. The rest comes from voluntary, tax-deductible donations from parents, faculty, staff, alumni, grandparents, parents of alumni and friends of St. Paul's.

Fundraising at St. Paul's Preparatory Academy comes in a variety of events yearly, whose efforts support the current operations of St. Paul's. These gifts help enhance the day-to-day life of every student and faculty member by supporting a variety of programs, including academics, faculty development, the arts, athletics, technology and the library.

Illness

For the welfare of your child and others in the school, all children who are sick must be kept at home. A child who is contagious or exhibiting symptoms such as fever, a runny nose with yellow or green discharge, diarrhea or vomiting, may return to school when all symptoms have disappeared and/or the child has been free from fever for a minimum of 24 hours. When the child is well enough to participate in a normal school day, please send hat and coat to prevent future illness. Classes do participate in outdoor activities each day, weather permitting. If your child requires medication during school hours and we do not have a signed authorization, it will be necessary for you to stop by and personally give the medication to him/her. Teachers shall not be held responsible for carrying out these obligations.

If a student becomes too ill to remain in class, the school secretary will reach you by phone and recommend that you come to school and pick up your child. It is very important that the school office has an **updated, working phone number on the emergency contact card to reach you.**

Immunizations

Every student enrolled must have full immunizations for his/her age. Verifiable documentation from the attending clinic or physician must be presented. It must be kept updated at all times. The documentation will provide the information required by the Tarrant County Health Department state law. Students without proper updated documentation will not be allowed to enter the school. This information must be kept updated at all times. Notices will be sent home and class attendance may be restricted if a student is in need of an update.

Informal Conferences at the Open or Close of the School Day

Parents wishing to speak with a teacher need to wait until he/she has been released of responsibility for the students. A teacher's primary responsibility is to care for all children in his/her care. It is impossible for a teacher to properly conference with you and fully maintain his/her concentration on students.

At the close of the day, every teacher has many duties to perform before being able to go home. Impromptu conferences will cause him/her to be delayed. Please schedule all conferences through the Academy office.

Library

It is the mission of St. Paul's to prepare students in grades PK-12 to be information literate in the 21st century as well as advancing them toward the premises of being life-long learners and seekers of God's truth. It is our goal to accomplish this by inspiring, motivating and challenging them through the use of technology and the printed word.

The library has an open door policy but also operates from a planned schedule agreed upon by the faculty.

There is a set limit to the number of books each student may take and books must be returned before more can be checked out. A renewal system is

available if a student needs an extension on his/her time limit. Charges will be assessed for damaged or lost books and must be paid in order for the final report card to be released.

Locker Privilege

Secondary students are allowed to use their assigned lockers in between classes. There is no excuse for not having supplies and books. Backpacks, bookbags, string bags, oversized purses, and athletic bags of any type must be in lockers during the entire school day. Friday is designated as "Clean Up Your Locker Day". Lockers should be clean and tidy at all times. It should be noted that lockers are not provided as junk rooms or trashcans. The administration reserves the right to examine the contents of the student's locker at any time. The students should use only the lockers assigned to them.

Two locks are given to each student in grades 6–12. These locks should be used on each locker assigned to each student. Locks are returned to the Secondary Supervisor the last day of school in May. Students will be charged \$50 for each lock that is not returned.

Students must use the locks given to them by St. Paul's. Only the student and the administration know the combination of the locker. Any lockers found to be used without locks will be emptied. Everything found in the lockers will be taken to Lost and Found. Any damage which occurs to the lockers will be assessed to the assigned student unless resolutions of the problem can be found. Students have no cause for complaint if items are lost from an unlocked locker. Only St. Paul's approved decorations may be attached to the lockers.

Lost and Found

Lost articles are taken to Lost and Found and may be redeemed for 50 cents by K3-Grade 5 students. Secondary students may redeem an item for \$1.00. This policy was established to teach our students responsibility. Lost and Found articles not claimed will be donated to charity at a minimum of once per semester. Money collected through Lost and Found will be deposited in the general fund of St. Paul's.

Medical Emergency

If a medical emergency occurs, parents will be called immediately. If the school is unable to reach the parents, the authorized people on the child's application and/or teacher information card will be called. If the school is unable to reach any of the people on the authorized list, the child will be taken to the nearest emergency facility.

Medication

If a student is to take any prescription medication while at school, he/she must have on file in the office the form Authorization for Administration. This form is available in the office and must have a physician's signature. The medication to be dispensed will be kept in the office and dispensed according to the doctor's instructions. Medicine must be properly labeled. The school cannot be responsible for a student's failure to report to the office to receive medication.

Students must not carry medication of any kind with them at any time unless so instructed on a medication basis by their physician in writing.

Movie and Entertainment

Given the changing cultural climate and the increasing immorality of American society, St. Paul's strongly recommends and requires that parents closely monitor the movies, videos, and TV shows that their children watch, and that parents ensure that their children will not watch any program or film that could be deemed immoral, unwholesome, ungodly, anti-Christian, or opposed in some way to traditional Christian values. Students should not watch any NC-17 films whatsoever nor any film with inappropriate content, no matter what its rating (whether it be R, PG-13, PG, or even G).

This policy also applies to parties hosted by parents or hosted in the homes of school parents. If it comes to the school's attention, that students – of any age – are gathering or have gathered at a particular home to watch inappropriate films, videos, or TV shows, then the students in question may be expelled.

Nondiscrimination Policy

St. Paul's Preparatory Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic programs, and any other school-administered programs.

Parent Teacher Meetings

Parent Teacher meetings are held each nine-weeks on a Tuesday evening. Report cards may be signed for and picked up by a parent or guardian at this time. Parents are encouraged to attend these meetings to discuss their student's progress with his/her teachers.

Parties

Volunteers in kindergarten and elementary grades will contact parents concerning regular school parties. Birthday parties may not be held at school. Parties for grades 6 through 12 will be planned by the students and their homeroom teachers with prior approval of the administration. School employees are not permitted to release phone numbers and/or addresses of students in the school.

Party Invitations

Birthday or party invitations may not be passed out at school unless they include all the girls or all the boys in the class.

Patriotism

“Patriotism’ is an inner feeling that is difficult to define; for each of us it has a different meaning and each of us meets it with a different emotional reaction: a feeling of pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we

believe, and even the dedication of one's life to a cause. Where and when these feelings may begin, we do not know, but we feel that the school should play an important part in developing patriotism in all aspects. The small child is just beginning to have feelings of loyalty and pride, and these will grow best in an atmosphere of love and security, in aroused interests and broadened fields of knowledge, in chance to work with others, and through good examples in everyday living." (Excerpt from *Planned Patriotism*.)

Permission to Leave School

Students who must leave school during the school day must sign out in the School Office with acknowledgement by the School Secretary. In order for the student to receive authorization to leave school, he/she must present a written request to his/her homeroom teacher or classroom teacher. The parental request must:

- a. Identify the need for release from school.
- b. Specify the exact time for early dismissal.

The parent must enter the building and sign out the student in the Sign-Out Notebook in the school office.

If a student leaves campus without permission, his/her first offense results in a week of suspension with all the student's grades for that week zeroed out. If a student leaves campus without permission, his/her second offense results in permanent expulsion with no recourse. If a student leaves campus without permission between the spring break and graduation of his/her senior year, the student's grades will be frozen, his/her diploma mailed to him, and he/she will not participate in the graduation or graduation dinner dance.

Physical Education

All students in grades K5 through Grade 12 will be required to dress out for their P.E. classes. Gym shorts and t-shirts may be purchased through Mills Uniforms.

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for the limitation and the period of time for which the limitation is valid. Likewise, if a student needs to be excused from participation in P.E. due to an illness, a note is required from a doctor or parent.

Reenrollment

During the month of March, reenrollment for the fall term for current students is accepted on a first-come, first-serve basis. St. Paul's Preparatory Academy admits students of any race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national origin in administration of the school's educational policies, admission policies, and athletic or other school-administered programs. A student will not be permitted to reenroll if his or a sibling account is not current.

Re-Entry During the School Day

All signing in or out must be acknowledged by the school secretary. Students

signing in must receive a pass to be admitted to class. When signing in after a doctor's or a dentist's appointment, a student is required to bring a note from the physician.

Refund Policy on Withdrawals

At St. Paul's, all tuition and other charges are based upon an estimated cost of providing the services of the school to all students enrolled. When you enroll your child, we execute the enrollment contract, indicating that we have reserved a space for your child. Your signed and returned contract guarantees your child a spot. When you execute the contract, you pledge to St. Paul's that you will pay the costs indicated in order that we may meet the budget of the school. We employ staff and teachers in accordance with the number of students enrolled and must pay those teacher contracts whether or not a student drops out.

Tuition is paid in advance. In the case of early withdrawal no refunds will be made.

Required Uniform

All uniform pieces are to be purchased through Mills Uniforms. Students are to wear the Required Uniform on Chapel Day, Field Trips, and various other occasions.

Kindergarten 3, Kindergarten 4, and Kindergarten 5 Girls:

- White midy blouse
- Red midy tie
- Plaid jumper
- White socks
- Navy modesty shorts

Kindergarten 3, Kindergarten 4, and Kindergarten 5 Boys:

- Red polo shirt
- Navy pants
- Brown belt
- Navy socks

Grade 1, Grade 2, Grade 3 Girls:

- White midy blouse
- Red midy tie
- Plaid jumper
- Navy modesty shorts

Grade 1, Grade 2, Grade 3 Boys:

- Navy pants
- White short or long sleeve oxford shirt
- Brown belt
- Navy socks
- Plaid tie

Grade 4, Grade 5 Girls:

- Plaid box pleat skirt
- White short or long sleeve oxford blouse
- Red sweater vest
- Plaid tie
- White socks

Grade 4, Grade 5 Boys:

- Navy pants
- White short or long sleeve oxford shirt,
- Brown belt
- Navy socks
- Red vest
- Plaid tie

Grade 6, Grade 7, Grade 8, Grade 9, Grade 10, Grade 11, Grade 12 Girls:

- Navy blazer with St. Paul's emblem
- Plaid box pleat skirt
- Short or long sleeve oxford blouse
- Red tie
- White socks

Grade 6, Grade 7, Grade 8, Grade 9, Grade 10, Grade 11, Grade 12 Boys:

- Navy blazer with St. Paul's emblem
- Khaki pants
- White short or long sleeve oxford shirt
- Red tie
- Brown belt
- Khaki socks

School Conferences

Please feel free to consult with the school office regarding any problems or questions that concern your child. It is the desire of the administration and the faculty to be of service to both parents and students, and each teacher welcomes a visit from any parent.

We do urge, however, that such conferences be made by definite appointment with the teacher at a convenient after-school hour.

We regret that we are not allowed to distribute any advertising items.

If you need to talk with a member of the faculty, please call the school office between 8 a.m. and 4 p.m. Your call will be returned as promptly as possible.

School Supplies

Official School Supply lists for each grade are supplied to all students before Orientation Day and the beginning of school. This is the list you will follow in buying the correct supplies. The school does not stock school supplies for resale; therefore, each student must have all of the supplies on the official list

before the first day of school.

School Pictures

Individual, class, and sports pictures will be taken each year. The purchase of these pictures is optional.

Sending Money to School

Money should always be sent in a sealed envelope with the following information on the outside:

1. Child's name
2. Amount
3. Purpose
4. Teacher's name

The child should be instructed to give that envelope to his teacher or the school secretary.

Sexual Code of Conduct

St. Paul's Preparatory Academy is a private Christian school that provides a protected, safe environment for the children of the church and concerned parents in the Dallas-Fort Worth area. Attending St. Paul's is a privilege, not a right, and admittance is based upon the sole discretion of the school administration. At any time, based upon inappropriate conduct, a student's admittance may be revoked by the school administration due to a violation of any of the following policies.

St. Paul's realizes that boys and girls will engage in conversation with each other, and that, when of age, based upon parental discretion, approval and guidance, boys and girls will date and will engage in appropriate activity for young people who are dating but are not yet married. However, St. Paul's will not tolerate boys or girls – of any age – engaging in inappropriate activity, sexually-charge conversation, or the encouragement of other students to engage in activity not befitting biblical, Christian character.

Adult or inappropriate sexual behavior or conduct is defined as:

- Sex or any type of sexual behavior outside of marriage. (This includes every type of sex, sexual acts or anything that might require the removal of clothes as follows, subject to the interpretation and sole discretion of the school administration.)
- Relationships commonly referred to as "Friend with benefits" – adult sexual behavior with "no strings attached".
- Homosexual behavior or innuendo.
- Sexual conversation or any type of conversation about adult sexual matters.
- Sexual joking, mocking or the use of sexually derogatory terms.
- Inappropriate or revealing clothing.

Students may not engage in adult sexual conduct with other students at school or at school activities. Moreover, if students engage in adult sexual conduct with other students (or anyone else) outside of school or school events, and other students, faculty or the administration become privy to that knowledge, then the

student(s) in question will be expelled.

Students may not engage in sexual conversation at school or at school events.

Students may not engage in sexual gossip or bantering at school or at school events.

Students may not engage in sexual conversation, sexual activity, or sexual gossip or bantering online. This includes the posting, sharing or discussion of online materials that are inappropriate, sexual, or adult-like in nature.

Violation of any of the above may result in immediate suspension or expulsion.

Special Event Dress Day

From time to time there will be special event days that allow the students to wear something other than their uniforms. The dress policies for those days will be announced. Standards of modesty will be maintained.

Specialty Classes

Specialty Classes enhance the foundational courses and are taught by specialists. The **Kindergarten Program** is complemented with specialty classes in music, Spanish, computers, and physical education (K5). The **Elementary Classes** are exposed to multiple specialty classes including physical education, music, computer, and Spanish. **Secondary School** students continue to develop skills in computer, music, and Spanish. In addition, students may select from the following electives: musical theatre, multi media, test prep, yearbook, journalism, and choir. Competitive sports for Secondary School students include volleyball, basketball, softball, baseball, cheerleading, and football (flag and tackle).

Spirit Days

Items purchased through St. Paul's Prep, which include St. Paul's branded t-shirts are acceptable to be worn with uniform slacks, skorts, and skirts. Belts are to be worn in adherence with the general dress code guidelines for boys.

Sports Program

St. Paul's Preparatory Academy is a member of CSAF, TCAS, and TAPPS. Through these organizations, students participate in sports with other private schools in the area. Secondary students are required to play team sports throughout the school year.

Cheerleading is available for girls in the Elementary and Secondary area. There are tryouts for the Varsity Squad in the spring. The Varsity and Junior High squads compete within the framework of the Fellowship of Christian Cheerleaders.

Participation in the sports program is dictated by a “no pass, no play” rule. Also, all tuition must be paid and/or current.

Standard of Conduct

The basic underlying philosophy of St. Paul’s Preparatory Academy is that a Christian school should be Christian in every aspect of the word, including its students. Therefore, the students attending St. Paul’s Preparatory in grades 6-12 are asked to sign a statement agreeing to basic Christian principles, which have proved conducive to spiritual growth and the development of young people.

St. Paul’s Preparatory Academy holds that the Bible is the infallible, divine Word of God, and that salvation by faith in Christ is the initial step in the Christian life. (Romans 8:29), which is the work of the Holy Spirit (!! Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit gives us the power to live a holy life which fulfills both God’s moral law and the high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from the world.

St. Paul’s Preparatory Academy must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All the activities of the Christian must reflect the glory of God who indwells us (I Corinthians 8:9, 12-13, 10:32).

A sense of the need for spiritual growth in the light of these principles has led St. Paul’s Preparatory Academy to adopt the following standards which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. The Academy, therefore requests each student – whether at home, at school, or elsewhere –

- 1. to refrain from participating in worldly activities such as swearing, indecent language; smoking; possession or use of liquor, drugs, or tobacco; gambling; stealing; pornography; premarital or extramarital sex; homosexuality or other sexual perversions.*
- 2. to refrain from harassment and from fighting, regardless or provocation.*
- 3. to maintain Christian standards in courtesy, kindness, honesty, morality, and modest attire.*

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students who choose to be out of harmony with the St. Paul’s Preparatory Academy Standards of Conduct or any student who has been arrested by authorities may be subject to administrative action.

Student Driver/Vehicle Policy

Students with authorized driver's licenses will be permitted to drive vehicles on campus. Student drivers are to observe safe driving practices and rules of courtesy. Seniors will be assigned parking spaces; all others may park on a first come, first served basis. No students will be permitted to drive on campus or leave campus during school hours without authorization.

Students must leave cars immediately upon arrival in the morning. **No student may return to his car during the day without permission.**

Students who create disturbances, drive carelessly, or violate rules regarding vehicles on campus will lose the right to bring a vehicle on campus.

Student drivers may drive only on special events when their parents have given written permission via the school form. No student is to touch another car without permission. (This includes sitting on, leaning on, standing on, sitting in, etc.)

Students are not to play ball or roughhouse near any vehicles.

No student is to stand in front of or in general "horse around" in the path of moving vehicles.

No student may ride with another unless written parental permission forms for that particular driver are on file in the principal's office. Each student must have a separate form for each driver she/he is allowed to ride with and not one form in general. Even if the student has a signed permission form to ride with another student, he/she must never get in that vehicle without permission from the driver.

Tardies

Tardies are disruptive to the classroom and also have an adverse affect on your child's educational progress. Any K3 – 12th grade student arriving after 8:00 a.m. must have a tardy slip signed by a member of the staff before the student will be allowed to report to class.

Parents and students should be aware that repeated tardiness to class may result in the student's being required to do extra work in that subject to supplement what the student has missed by being tardy. Tardies are accumulative throughout the year. Excessive tardies may result in suspension for the student.

Tax Information

No income tax information, except the tax I.D. number, will be provided for parents who qualify for childcare tax credit purposes. Please retain all statements and canceled checks or cash receipts.

Technology

Cell phones used during school hours or brought into classrooms will be

immediately confiscated, requiring that parents pick up any such confiscated items in person. Confiscated cell phones (or other electronic devices) will not be returned to students. Parents must pick up such items in person.

Before or after school, cell phones may only be used to make phone calls and may not be used to play audio, music files, video, take photos, access internet, or show pictures to other students.

IPods, MP3 players, CD players, DVD players, and other similar electronic devices (brought by students and not provided by the school) are strictly prohibited on campus, since the school can neither guarantee nor supervise/monitor the content played, created, shared, or downloaded on such personal devices. Any such devices will be immediately confiscated, requiring that parents pick up any such confiscated items in person. If a student is caught playing inappropriate video or audio content on a video or audio device (e.g. an iPod), subject to the interpretation and sole discretion of the school administration, that student's device will be immediately confiscated (to be given to the parents), and that student will be immediately expelled.

Devices such as iPods, MP3 players, CD players, DVD players, and laptops will not be permitted on school trips of any kind. Students may bring laptops to school to take notes and to work on school assignments; however, before a student may use a laptop on campus, that student must first bring the laptop to the school's Technology Administrator for review. The school's Technology Administrator will do a brief review of the laptop to make sure that it does not contain inappropriate files. Students who do bring their own laptops to campus will not be given access to the school's wireless network or Internet services. To use the Internet or to gain access to the network, students must use one of the school's computers. Students with their own computers may not use wireless cards – which qualify as a type of cell phone – during school hours.

If a student uses a device such as an iPod, cell phone, or laptop to download, play, distribute, watch or show inappropriate material (e.g. pornography) at school, subject to the interpretation and sole discretion of the school administration, that student will be expelled. If a student or parent learns of a student engaging in such activity at the school or during school activities (on or off campus), that student or parent should immediately report the infraction to the school administration (onlinesafety@StPaulsPrep.com).

Since students may not use cell phones in classrooms or during school hours, the taking of pictures or recording of video on cell phones (or other similar devices) is strictly prohibited in classrooms and during school hours. The same rule applies for digital cameras or other electronic devices. Unless used for a school project or with the expressed, written permission of the school administration, digital cameras may not be used during school hours, and they may not be used to take any photos of classroom or school-related activities during school hours. Cameras and video devices may be used by students during out-of-school hours or after-school activities (e.g. sporting events). However, students and adults are strictly prohibited from posting photos or video

of individuals besides themselves taken at the school or at school activities (e.g. sporting events) on the Internet on any type of sites, forums, blogs, or online communities. Students and adults are also prohibited from sharing such media with individuals they do not know, as unknown individuals likely pose the greatest security risk of all online. This will ensure the online security of all students and faculty, in addition to the school. If the school discovers that a student or adults are posting (or carelessly sharing) photos or video footage online of other students (from school activities, on or off campus), that student will be expelled. Posting photos or video footage online of students, no matter what their age, poses a security risk, not only for the students whose images are contained in the media, but also for the students' respective families, other students, and the school.

Parents are strongly encouraged to monitor the online activities of their children, no matter what their age. And, if students harass students online, in any way, students and parents are encouraged to report such activity immediately to the school administration (onlinesafety@StPaulsPrep.com), so that prompt action can be taken.

If you have any questions about this information, suggestions on how we can help parents address Internet-related issues, or if you need to report an infraction, please send us an email at: onlinesafety@StPaulsPrep.com.

We also encourage you to visit a section on our web site that will provide you with information on how to monitor and protect your children's activity online, and with the latest and most-pressing news regarding online safety for children. Please visit: www.StPaulsPrep.com/onlinesafety.

Our school network features a state-of-the-art Internet filter that monitors, records, and filters the Internet activity of teachers and students. In fact, if the filter stops working for any reason, students cannot access the Internet until the filter is back up and running.

Our filter also limits Internet activity, and students can only access the Internet during pre-arranged times. If a student is able in any manner or at any time to cause and does cause any similar infraction(s) noted herein above on any of the school's technology equipment, the same corrective measures and/or punishments noted above will be taken.

Telephone

Students are not permitted to use the school phone. In case of an emergency, the school secretary will make the call for the student. Cell phones are not permitted to be used by the students for talking or texting at any time during the school day at St. Paul's. Parents are asked not to call the school to speak to the students. We also ask that parents not rely on the school secretary to make transportation arrangements for their child.

Textbooks

Each student must furnish his own textbooks and supplies. In case of a loss of

any textbooks, students will be charged for the total price of replacement. Textbooks are sold at the school on Orientation Day and throughout the year. It is necessary that the students buy their textbooks through the school as this ensures that each student is using the correct edition of each textbook.

No writing or marking is to be done in any textbook unless the textbook is purchased in advance. Students will pay for damages done to a textbook that is leased by the student because of abuse or misuse. Report cards will be held until such fines are paid.

Transportation to and from Activities

Students participating in athletics or other activities are expected to ride the car, bus, plane, or van provided by the school. Drivers are licensed to operate these vehicles. After an activity or game is completed, students may leave to go home with their parents. Parents will need to sign the appropriate release form provided by the coach/sponsor in order for their son/daughter to leave an activity /game with them. Students will not be permitted to leave with other students or adults.

Truancy

Students are considered truant when they are absent from school or any of their classes without following the attendance guidelines. Students without permission who are out of class a portion or all of the period are considered truant. **Truancy constitutes an unexcused absence.** Disciplinary action may be taken.

Unexpected Changes

If any changes are necessary such as in scheduling, hours of operation, holidays, policy, or enrollment procedure and rates, parents may be notified by mail, telephone, email, radio and television broadcasts, and/or notes.

Vision and Hearing Screening

All students ages 4 and above must have on file with St. Paul's Preparatory Academy yearly verification of vision and hearing screening. The screening may be done through the school or through a health care professional.

Visitors

Parents are requested to stop by the office if they need to leave something for the student(s) or teacher or if they have to pick up the student(s) early. Parents and other visitors are not permitted to go directly to the classroom. Visiting students are not allowed on campus during the school day (including lunch).

All visitors must sign in at the Academy office and will be required to wear a visitor's sticker or badge. Parent volunteers must sign in at the office as well. Anyone who is not an Overcoming Faith Christian Center or a St. Paul's Preparatory Academy employee is considered a visitor.

Volunteers

All potential volunteers may complete an application that is available in the school office. Included in the application is a criminal background check form

that will need to be notarized. There is a notary public on staff who will be happy to help you with that. Volunteers are always welcome and are an asset to the students and the teachers in the classroom.

There is also a brief volunteer handbook that all volunteers will need to read and sign before volunteering in the school or on field trips.

Withdrawals

All withdrawals must go through the school office. To withdraw a student, notify the school office in writing and complete a withdrawal form. Notifying the classroom teacher and/or the school bookkeeper does not constitute an official withdrawal. A student's attendance on any one day of any month will incur the full month's tuition.

All textbooks and school-purchased materials must be turned in to the classroom teacher.

No school records will be released for any student when there is a balance owed on the student's or a sibling's account. Parents requesting copies of student records, including report cards, must complete a Record Request Form and submit it to the school office with a fee of \$5. Requests will be honored in a timely manner.

Written Communication

Written communication from school, such as notes, newsletters, certificates, report cards, emails, progress reports, etc., will be sent home with the student or mailed to his/her legal guardian. The school does not assume responsibility for duplicate or additional copies for other interested parties. Such information must be obtained from the student's legal guardian.

ACADEMIC INFORMATION

Bible

Bible study is recognized by St. Paul's Preparatory as a fundamental importance and is a required subject. It augments the study of English, history, geography, and science. Without knowledge of Biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of people as the Bible.

Knowledge of the Bible is one of the greatest educational assets any individual can have in addition to the moral and spiritual values resulting from the study. Character development is the most important work of a school. No other course offered in the school affords the great opportunities for laying the foundation for Christian character.

Curriculum

St. Paul's Preparatory Academy Nursery through Grade 6 uses the A Beka Book Christian curriculum, which is a traditional "back to the basics" and intense phonics approach to education. The only area of exception is Bob Jones Christian grammar, science, and Spanish used in Grades 4, 5, and 6. The preschool and elementary Spanish curriculum is published by Carson-Dellosa and Bob Jones.

In the secondary area, St. Paul's Preparatory Academy uses A Beka, Bob Jones, Glencoe, and Macmillan Publishers. Students are expected to read several classical and modern novels, essays, and poetry in the literature classes. These books are to be bought through the school.

Dropping and Adding Courses

During the registration process, every effort is made to place students in courses and sections that are appropriate for them. In unusual situations, a student may not be properly placed or may change his or her academic plans thus necessitating a change of courses. A student who wishes to drop or add a course must consult with the counselor. A course may be dropped until the 10th class day. After that date, a WP (withdraw passing) or a WF (withdraw failing) will be recorded.

Exemption Policy

Exemption policy for fall and spring semester finals:

- Seniors will be exempt from finals in all classes in which a 90% or above average is obtained.
- Juniors will be exempt from finals in three classes in which a 90% or above average is obtained.
- Sophomores will be exempt from finals in two classes in which a 90% or above average is obtained.
- Freshmen will be exempt from a final in one class in which a 90% or above average is obtained.
- *Students can be absent no more than three times in a 50-minute class for the semester in order to be eligible to be exempt from the final.* This includes excused absences, but this does not include absences due to school activities. Students suspended during a semester will not be allowed to exempt any finals.

Physical Education

St. Paul's offers supervised physical education classes. Grading is based on attitude and effort. Physical Education is required for all students K-12 unless a note from a physician is presented stating the reason for non-participation. Students must dress out regardless of participation.

Grade Point Average

Grade Point Average (GPA) calculations are multiplied by the earned credits, summed and then divided by attempted credits.

Grading Scale

Elementary/Secondary

A+	100-98	B+	92-89	C+	82-80	D	74-70
A	97-95	B	88-86	C	79-77	F	69-0
A-	94-93	B-	85-83	C-	76-75		

Kindergarten Grading Scale

E	S+	S	S-	N
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High School Graduation Requirements

Bible (4)

- Freshman Bible
- Sophomore Bible
- Junior Bible
- Senior Bible

English (4)

- Freshman English
- Sophomore English
- Junior English
- Senior English

Mathematics (4-5)

- Algebra I
- Plane Geometry
- Algebra II
- Pre Calculus or Business Math

Social Sciences (4)

- World Geography
- World History
- American History
- American Government
- Economics

Science (4)

- Physical Science
- Biology
- Chemistry
- Physics

Foreign Language (2-3)

- Spanish I
- Spanish II
- Spanish III (optional)

Speech (.5-1)

- Speech
- Debate (optional)

Computer Science (1-3)

- Multi Media I
- Multi Media II (optional)
- Multi Media III (optional)
- Multi Media IV (optional)

Fine Arts (1-2)

- Musical Theatre I
- Musical Theatre II
- Musical Theatre III (optional)
- Musical Theatre IV (optional)

Physical Education (4.5)

- Health
- School teams each season and semester
(volleyball, basketball, softball, baseball, cheerleading, football)

High School Transcripts

Transcripts are the official records of each student and contain vital information about all courses taken including 1st and 2nd semester grades for each course, credits earned for graduation, summer courses taken, and test scores from all standardized tests completed. Students must complete a transcript request form available through the school secretary. **No transcripts will be sent until all financial obligations to St. Paul's have been settled.**

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to assign homework to aid students to advance in their studies. For good communication and to avoid late homework, we ask that you review your child's daily assignments. If at any time there is a question regarding an assignment, please contact your child's teacher. Therefore, each student is required to complete his homework assignments. Homework is given for several reasons:

1. **For preparation** – Students profit most from classroom explanation and discussion when preparatory reading assignments are given.
2. **For practice** – Following classroom explanation and illustration, homework is given so that the material will be mastered.
3. **For remedial activity** – As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction may be given to overcome such difficulties.
4. **For special projects** – Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request the parents' full cooperation in seeing that assignments are completed. Repeated delinquent homework could result in a student's expulsion.

Honors (Kindergarten/Elementary)

- **Nine Weeks Honor Roll**

Academic Honor Roll: All A's and B's in the academic areas of the report card or E's and S+'s in the academic and citizenship areas of the report card.

Attendance Honor Roll: Perfect Attendance with fewer than 3 Excused Tardies.

- **Special Recognition**

A and A/B Honor Roll

Athletics

Physical Fitness

Attendance

Computer

Music

ACSI Activities

Spelling

Academics

Citizenship

Reading

Library

Spanish

Service

- **End of Year Awards**

Principal's List – Semester Straight A's

Faculty's List – Semester Straight A's and B's

"A" Honor Roll – All A's in all academic areas each quarter

"A/B" Honor Roll – All A's and B's in all academic areas

Attendance Award – Perfect attendance (no absences)

- **Graduation Ceremonies**

Graduation ceremonies are held for Kindergarten graduates on the third Tuesday night of May. Graduation ceremonies are held for High School graduates on the third Sunday night of May.

Honors (Secondary)

- **Principal's Semester List** – Students receiving straight A's are awarded the Principal's Academic Excellence Award on a semester basis.

- **Faculty's Semester List** – Students receiving straight A's and B's are awarded the Faculty's A-B Honor Roll on a semester basis.

- **Outstanding Student Award** – Two students from each class are selected by teachers each year for demonstrating a high academic average and exceptional class participation.

- **Graduation Ceremony**

St. Paul's Preparatory Academy conducts graduation ceremonies at the close of the school year honoring high school graduates.

- **Graduation with Honors**

The Valedictorian and Salutatorian are determined by averaging all seniors' grades in courses receiving credit in grades 9, 10, 11, and 12 to find the top two scores. These are averaged to the 1000th place, if necessary. If they remain the same, there are co-valedictorians and no salutatorian. The cut-off for these grades is the third nine weeks-grading period of the senior year. The minimum GPA to be considered for either honor is 3.250. The valedictorian and salutatorian must have attended St. Paul's their sophomore through senior year.

- **Class Rank**

Because of its selective admissions practices and highly competitive program, St. Paul's does not rank its students academically. Given the size and makeup of the student body, slight variations in GPA can make significant differences in class rank.

Make-Up Work/Test

The student is allowed one (1) day for make-up work from a one day excused absence. If a test had been previously assigned on the day of absence, the student must be prepared to take the test on his/her return to school. Time allowed for make-up work for multiple absences will be determined by the number of days the student was absent.

A student who is absent from school for any reason other than those listed under "Excused Absence" will not be able to do make-up work and will receive "0's" for classes missed.

Students should go to their teacher and ask for make-up work as soon as they return from an illness. In the case of an extended illness, the parent may call the office to request make-up work for a student until 10:00 am. Assignments may then be picked up in the office after 3:00 pm.

Incomplete tests or projects must be completed within three weeks of the next grading period or they will automatically become "0's" and are averaged for the 9-week period. Daily grades and quizzes cannot be made up. All assignments must be completed whether accepted for credit or not. A student who has an unexcused absence will still be required to complete assignments but will not receive credit.

Middle School Promotion Policy

A student fails if he fails two (2) core subjects. A student fails if he fails one (1) core subject and (2) elective subjects. The principal and the teacher(s) concerned will review all failures. It is not always possible to determine retention for a subject in Grades 7 and 8 until the final grades are calculated. A middle school student who fails a subject will be required to make up the subject in summer school.

Parent Teacher Meetings

Parent Teacher Meetings are held at the end of the nine-week grading periods for grades K3–12. In addition, at the middle of the first grading period, parent teacher conferences will be held for all students in grades K3-12. Report cards are issued at the Parent Teacher Meetings. Every parent is requested to attend each meeting for the benefit of his child. Children are not to attend the Parent Teacher Conferences and Meetings. There will be no Parent Teacher Conferences or Meetings after the final grading period. Final report cards will be mailed during the first full week in June.

Progress Reports

Progress reports are mailed to the homes of all secondary students

approximately every three weeks.

Report Cards

Report cards will be handed out at the end of each nine-week period at the Parent Teacher Meeting. Students entering school after the school year has started must be in school at least 4-1/2 weeks prior to the date of the last day of the grading period to be entitled to receive a report card. Only those students whose accounts are up to date will be allowed to receive a report card for that period.

Students must achieve an average of 70% or higher in their course work for each semester to earn credit. A failed course does not earn credit and must be repeated. Required courses for graduation must be completed before beginning the fall session unless special exception is made. A zero is calculated into the GPA for this course until a passing grade is earned to replace it.

Testing of Students

All students will be tested prior to admission. In addition, annual student testing is conducted in the spring. St. Paul's has traditionally used the Stanford Achievement Tests and the Olsat Lennon Ability Tests. Students who are re-enrolling will not normally be expected to take tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a re-enrollment decision, parents will be so advised.

Textbook Care

No writing or marking is to be done in any textbook unless the textbook is purchased in advance. Students will pay for damages done to a textbook because of abuse or misuse. Students will pay for lost textbooks. Report cards will be held until such fines are paid.

Transfer Students

Students who are transferring from other schools are required to take an entrance examination. The testing fee must be paid at the time of testing. Should the student's accomplishments as shown by the test be on the grade level to which he has been promoted, he will be admitted to that grade. However, if the student's accomplishments as shown by the test are on a lower or higher level he will be placed in the grade best suited for his achievement. It is the policy of St. Paul's Preparatory Academy not to accept transfer students whose accomplishments have not been up to acceptable standards. Students whose work is not satisfactory may be asked to transfer out.

ST. PAUL'S PREPARATORY ACADEMY

SCHOOL CALENDAR (2009-2010)

August	24 – 27 28	Spirit Week Student/Parent Orientation (N-12)
September	1 7 20	Academic Classes Begin Labor Day Holiday St. Paul's Sunday at Overcoming Faith Christian Center
October	14 30 31	PSAT Test Last Day of First Quarter FAITHFEST for all students
November	10 25 26 - 27	Parent Teacher Meeting Grandparents Day / Early Dismissal Thanksgiving Holiday
December	15 18 19 - 31	Christmas Program Early Dismissal Christmas Holiday
January	1 – 3 4 15 18 26	Christmas Holiday Students Return Last Day of Second Quarter Martin Luther King Jr. Holiday PTM / Kindergarten Musical
February	12 15	Valentine's Day Parties Presidents' Day Holiday
March	13 – 21 26	Spring Break Last Day of Third Quarter
April	6 10 26 - 30	Parent Teacher Meeting Early Dismissal Stanford Achievement Testing
May	7 16 18 21 21	Field Day High School Graduation Kindergarten Graduation End-of-the-Year Program Awards Assemblies (K3-11) Last Day of School, Early Dismissal

St. Paul's Preparatory Academy

Dress Code

The administration reserves the right to determine if a student is dressed and groomed appropriately. St. Paul's Preparatory Academy has chosen to implement the dress code policy by the adoption of a uniform program. ***We require that all uniforms be purchased through Mills Uniforms. Mills can assist you with the required components for each grade level.***

Dress Code Guidelines for Boys

- Shirts are to be tucked in at all times.
- Only solid white t-shirts (without writing or pictures) may be worn under uniform shirts.
- Only St. Paul's sweaters, jackets, windbreakers, and fleece may be worn during the school day in the classrooms, hallways, and gym.
- St. Paul's sweatshirts may be worn over uniform shirts.
- Belts must be worn with slacks. Belts should be black or dark brown.
- Hats may not be worn inside the school building.
- Hair should be styled conservatively with no designs shaved on the head.
- Appropriate socks (solid white, solid navy, solid black, and solid khaki) should be worn at all times and should cover the ankle.
- It is important for every uniform item to be identified with the owner's name. St. Paul's is not responsible for misplaced items.
- Pants must be worn above the hips.
- Students are not permitted to wear pants with the hems torn or ripped.
- Shoes must have a closed toe and heel and should adhere to the following guidelines:
Dress shoes and loafers – heel height 1 1/2 " maximum, leather or suede, solid color in navy, black, or dark brown
No flip-flops, clogs, sandals, slippers, moccasin-type footwear, athletic shoes, skater.
- Ties must be tied in a Windsor knot, no lower than the second button of the oxford shirt.
- Blazers are to be worn the entire day on Chapel Day.
- Jewelry – should be modest and not over-sized; no piercings and no tattoos.

Dress Code Guidelines for Girls

- Modesty shorts are to be worn under skirts and jumpers at all times.
- St. Paul's sweatshirts may be worn over uniform shirts.
- Only St. Paul's sweaters, jackets, windbreakers, and fleece may be worn during the school day in the classrooms, hallways, and gym.
- No undershirts or t-shirts of any kind may be visible below the uniform shirts and blouses or visible at the neckline; oxford shirts must be tucked in at all times.
- Shoes must have a closed toe and heel and should adhere to the guidelines below:
- Dress shoes and loafers – heel height less than 2 inches, leather or suede, solid color in navy, black or dark brown.
- No boots of any type.
- No flip-flops, clogs, sandals, slippers, moccasin-type footwear, cloth bottom shoes, mules, wedges, backless shoes, sling-backs, open-toed shoes, athletic shoes, tennis shoes, or shoes with heels 2" or higher.
- Socks – solid white, solid navy, solid black, solid dark green, solid red, or solid khaki; knee socks are allowed; all socks must cover the ankle.
- Opaque tights – solid white, solid navy, solid black, solid khaki, solid dark green, or solid red are acceptable. Aerobic tights, warm-ups, leggings, long johns or stirrup pants are not acceptable.
- Hosiery – flesh tone only with no patterns or designs and no tattoos.
- Jewelry should be modest, small and delicate, gold or silver, with no earrings or necklaces larger than a fifty-cent piece and should not draw attention to yourself; one earring per ear only.
- Hair accessories should be modest, small and delicate, in the color of solid white, solid black, solid dark green, solid navy, solid khaki, solid red, or the uniform plaid. Hairpieces that are not distracting are permitted.
- Hats may not be worn inside the school building.
- Blazers are to be worn the entire day on Chapel Day.
- Ties must be tied in a Windsor knot, no lower than the second button of the oxford shirt.

St. Paul's Preparatory Academy
Parent Involvement Opportunities

Year-Round Activities

Classroom Parents

Responsible for coordinating classroom parties and projects: St. Paul's Sunday, Faith Fest booth, Grandparents Day, Christmas program, Parent Teacher Meetings, and Field Day. Sign up through classroom and homeroom teacher.

School/Classroom

For available opportunities check with your classroom teacher or front office staff.

**Field Trip Driver
And/or Chaperone**

Coordinated by classroom teachers. Prerequisites: completion of Field Trip Policy Assessment and current background check.

Substitute Teacher

Serve as a substitute classroom teacher. Prerequisites: a college degree, completion of Teacher Application, Substitute Teacher training and current background check.

**Classroom Cultural
Presentations**

Share your cultural heritage with students. Schedule with classroom teachers.

**Classroom Professional
Presentations**

Share your